

Fig. 2 - 1

Assistant Deputy, Inspection & Security Office

14 March 1952

Chief, Administrative Services

Security Clearance of Standard Form 115, Request for Authority  
to Dispose of Records to the National Archives and Records Service

1. The Records Disposal Act prescribes that no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of the Act. Authority to dispose of records under this act may be accomplished by the submission of Standard Form 115, Request for Authority to Dispose of Records, to the National Archives and Records Service for appraisal of records or records series listed on this form. Appraisal by the National Archives is to determine the value of the records for research or historical purposes. After this review, the disposal schedule is submitted to the Joint Committee on the Disposition of Executive Papers of the Congress. A favorable report by this committee constitutes disposal authorization.

2. It is anticipated that many such records disposal schedules will be submitted to the National Archives and Records Services within the next year. The number will then drop off sharply. It is of primary importance that the language used to describe records listed on Standard Form 115 does not divulge any information in violation of the security regulations of the Agency.

3. It is requested that you designate a member of your staff to review such schedules to determine compliance with the security regulations. There is attached a completed sample of Standard Form 115 for your use.

15

STAT

Attachment

MMR:cmq

Distribution:

Orig & 1 - addressee

1 - Adm Ser Files

1 - Rec Mgmt Files ✓

ILLEGIB